

~~CONFIDENTIAL~~SECURITY INFORMATION

MEMORANDUM TO: Chairman, Petroleum Intelligence Advisory Group

FROM : Executive Secretary, EIC

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SUBJECT : Security Clearance Procedure

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1. We have worked out, with the CIA Security Office, a procedure for handling the security clearance problem. The attached memorandum for distribution to all members of your Advisory Group has been approved by our Security Office and is to take effect immediately.

2. The procedure does not constitute a change in the present procedure which requires a check through [ ] D/C, CIA [ ] to secure ad hoc or continuing clearances. It remains the responsibility of the Secretary of each Advisory Group to request security clearances through [ ] at least 48 hours in advance of the meeting for which it is required. The procedure outlined in the attached paper will help to expedite the clearance process in CIA and in addition will eliminate the possibility of embarrassment arising from the nomination of individuals who have not been Top Secret cleared by their own agency.

3. When this memorandum is circulated to your Advisory Group, it would be well to emphasize the remarks of the Chief of the CIA Security Control Staff regarding the distribution of intelligence papers and the discussion of intelligence matters outside of committee meetings. (See paragraphs 2 and 3 of attachment 1.)

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[ ]  
Executive Secretary  
Economic Intelligence Committee

## Enclosures:

1. Copy of memo for Chief, SCS,  
to AD/HR, 25 Feb 52  
CIA 62496
2. Statement of EIC Security  
Clearance Procedure  
14 Mar 52  
CIA 433484 ( 6 copies)

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TO : Assistant Director/RR  
Attn:  DATE: 25 February 1952  
FROM : Chief, Security Control Staff  
SUBJECT : Security Clearance Procedure for EIC  
REFERENCE: Memorandum dated 12 February 1952 from Executive Secretary,  
Economic Intelligence, to Inspection and Security

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1. The proposed procedure set forth in the attachment to Reference has been reviewed, and it is believed its issuance to the EIC participants will do much to correct the present situation.

2. Another facet of the security problem with the EIC is the dissemination of classified material to the members of the EIC. While security clearance of the designees to attend meetings includes authorization to receive minutes of the meetings and working papers, if the need to know is established and the recipients have proper storage facilities, it does not in itself permit dissemination of finished intelligence reports such as NIE's, etc. Such dissemination should be accomplished by CIA under established procedures and by established channels. However, I do not believe this to be a problem to be covered by Reference, but one that concerns our internal procedures.

3. At the time this paper is circulated to the various group and committee members, it may be well to emphasize that committee discussions of intelligence matters and distribution of committee papers must be limited.

FOR THE SECURITY OFFICER, CIA:

/s/

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CIA No. 433485

14 March 1952

SECURITY INFORMATIONECONOMIC INTELLIGENCE COMMITTEESecurity Clearance Procedure

A rather serious problem has arisen in connection with security clearances for consultants and newly designated representatives on subcommittees, working groups, and the EIC. There have been occasions when the secretaries have not been notified sufficiently in advance of a member's intention: (1) to bring in consultants on an ad hoc basis, and (2) to make permanent changes in representation. This lack of advance notice has complicated the entire security clearance procedure and has resulted in embarrassment to some of the individuals concerned.

In order to improve the efficiency of the nominating, clearance, and acceptance process, the following procedure will be followed by the members of EIC subcommittees and working groups and by the EIC members as well.

a. The members of the EIC and of its subcommittees and working groups must check the security clearance of any individual whom they intend to bring to meetings on an ad hoc basis. They must request their own security office to send a statement of the security clearance to the Security Officer, CIA, Attn: S.C.S., 48 hours in advance of the meeting and, in addition, they must also notify the subcommittee, working group, or EIC Executive Secretary 48 hours in advance of the name of the individual.

b. EIC members must check the security clearance of any individual whom they intend to appoint as their representatives to subcommittees or working groups on a permanent basis. This applies to changes in representation as well as to nominations to new subcommittees. Members must request their own security office to send a statement of security clearance to CIA (Security Officer, CIA, Attn: S.C.S.) one week in advance of the meeting and, in addition, they must also, at the same time, notify: (1) the secretary of the subcommittee or working group concerned, and (2) the Executive Secretary of the EIC.

Technically, no new representatives can be appointed to subcommittees or working groups without the approval of the Economic Intelligence Committee. If the exigencies of the situation require that the individual attend subcommittee or working group meetings prior to EIC approval of the nominee the individual may attend on an ad hoc basis as long as the foregoing requirements on security have been met.

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